

File Plan Housekeeping					
FILE MAINTENANCE AND DISPOSITION PLAN					
OFFICE NAME: All Offices	test		REGIONAL RECORDS MANAGER: Joyce Aoyama, (206) 553-2595		
FILE PLAN					
AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
301-093 006	PROG 006b	<u>Program Management Files - Correspondence/Subject Files</u> Item b: Other than senior officials	Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/2 Status: Final 12/31/09	
303-100 132	EPA 132a	Congressional Correspondence: Item a: Record copy	Item a: Disposable Close inactive records at end of congressional session. Destroy 5 years after file closure.	N1-412-07-1/3 Status: Final 5/31/09	
305-109-02-01 030	FOIA 030 >	<u>Freedom of Information Act (FOIA) Requests Files</u> Item a(1): Granting access to all the requested records Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein. Item a(2)(a): Non-existent records, inadequate description, or failure to pay reproduction fees, and request not appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein. Item a(3)(a): Denials, full or partial, and request not appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein. Item a(3)(b): Denials, full or partial, and request appealed Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein. Item b: Official file copy of requested records	Item a(1): Disposable Destroy 2 years after date of reply. Item a(2)(a): Disposable Destroy 2 years after date of reply. Item a(3)(a): Disposable Destroy 6 years after date of reply. Item a(3)(b): Disposable See disposition instructions for EPA 032 - Freedom of Information Act (FOIA) Appeals Files. Item b: Disposable Dispose of in accordance with the approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later.	GRS 14/11 Status: Final 2/1/2007	
305-109-02-01 033	FOIA 033 a, b	<u>FOIA Control Files</u> Item a: Registers or listings Item b: Other files	Item a: Disposable Destroy 6 years after date of last entry. Item b: Disposable Destroy 6 years after final action or after final adjudication by courts, whichever is later.	GRS 14/13 Status: Final 2/12/2007	
401 110	ADMI 110a	<u>Office Administrative Files/Repair Requests & Maintenance</u> Item a: Record copy	Item a: Disposable Destroy when 2 years old	GRS 23/1 Status: Final 1/31/2009	
401 111	EPA 111 b, c	<u>Calendars, Schedules, and Logs of Daily Activities</u> Item b: Other federal employees Item c: Routine materials	Item b: Disposable Close at end of calendar year. Destroy 2 years after file closure. Item c: Disposable Close at end of calendar year. Destroy when no longer needed.	N1-412-06-5 Status: Final 12/31/2010	
401 127	CORR 127a	<u>General Correspondence Files</u> Item a: Record copy	Item a: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/4 Status: Final 2/1/2007	

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401 167		<u>Transitory Files</u> Item a: Record copy	Item a: Disposable Close inactive records at end of month. Destroy 3 months after file closure.	GRS 23/7 Status: Final, 02/01/2007	
401-122 028	EPA 028 e, f	<u>Travel:</u> Item e: Original receipts Item f: Documentation not processed electronically	Item e: Disposable Destroy when 6 years and 3 months old. Item f: Disposable Destroy when 10 years old.	N1-412-06-22 Status: Final 8/31/2009	
402-126 276	EPA 276 a(1), a(2), b	<u>Time and Attendance Records</u> Item a(1): Source records maintained by Payroll Management and Outreach Staff (PMOS) Item a(2): Source records - Copies maintained by other offices	Item a(1): Disposable Destroy after GAO audit or when 6 years old, whichever is sooner. Item a(2): Disposable Close inactive records at end of pay period. Destroy 1 year after file closure.	GRS 2/7 (Item a(1)) N1-412-07-69/1 (Item a(2)) Status: Final, 6/30/2012	
403 568	EPA 568	<u>Personnel Correspondence Files Related to General Administration</u> Item a: Record copy	Item a: Disposable Destroy when 3 years old.	GRS 1/3 Status: Final 5/31/2011	
403-254 279	EPA 279 >	<u>Leave Records</u> Item a(1): Leave application files - If employee initials time card or equivalent. Includes requests for and approvals of leave, such as SF-71 or equivalent, plus any supporting documentation. Also includes requests and approvals if the time card is submitted electronically by the employee and there are no discrepancies. Item a(2): Leave application files - If employee has not initialed time card or equivalent. Includes requests for and approvals of leave, such as SF-71 or equivalent, plus any supporting documentation. Also includes requests and approvals if the time card is submitted electronically by the employee and there are discrepancies. Item b(2): Leave record - Maintained by creating office. Includes record of employee leave such as SF-1150 or equivalent statement of leave balances.	Item a(1): Disposable Destroy at end of following pay period. Item a(2): Disposable Destroy after GAO audit or when 3 years old, whichever is sooner. Item b(2): Disposable Close inactive records when signed by supervisor. Destroy 3 years after closure.	GRS 2/6a (Item a(1)) GRS 2/6b (Item a(2)) GRS 2/9b (Item b(2)) Status: Final 06/30/2012	
403-256 122	PERS 122 a, b	<u>Supervisors' Personnel Files and Duplicate OPF Documentation</u> Item a: Supervisors' personnel files Item b: Duplicate documentation Includes other copies of documents duplicated in OPFs, not provided for elsewhere.	Item a: Close inactive records when employee separates or transfers from EPA. Destroy 1 year after file closure. Item b: Disposable Close inactive records at the end of the month. Destroy 6 months after file closure.	GRS 1/18 Status: Final 1/31/2013	

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404-142-02-04 109	EPA 109 a, b	EPA Forms: Item a: EPA form and documentation Includes instructions and documentation showing inception, scope, and purpose of the forms. EPA Forms: Contains EPA forms and supporting materials. Item a: EPA form and documentation Includes instructions and documentation showing inception, scope, and purpose of the forms. Item b: Background materials Includes requisitions, specifications, processing data, and control records. Background materials Includes requisitions, specifications, processing data, and control records.	Item a: Disposable Destroy 5 years after related form is discontinued, superseded, or canceled. Item b: Disposable Destroy when related form is discontinued, superseded, or canceled.	GRS 16/3 Status: Final 7/31/2008	
405 036	EPA 036 >	Routine Procurement Files Item a(1)(a): Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995. Includes transactions and related papers that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000. Item a(1)(b): Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995. Includes transactions and related papers at or below the simplified acquisition threshold of \$100,000 and all construction contracts at or below \$2,000. Item a(2)(a): Procurement organization copy of transactions exceeding \$2000, dated earlier than July 3, 1995. Includes transactions and related papers that utilize other than small purchase procedures and all construction contracts exceeding \$2,000. Item a(2)(b): Procurement organization copy of transactions under \$2000, dated earlier than July 3, 1995. Includes transactions and related papers that utilize small purchase procedures and all construction contracts under \$2,000. Item b: Obligation copy held by Finance offices. Item c: Other copies of records described above used by component elements of a procurement office for administrative	Item a(1)(a): Destroy 6 years, 3 months after file closure. Item a(1)(b): Destroy 3 years after file closure. Item a(2)(a): Destroy 6 years, 3 months after file closure. Item a(2)(b): Destroy 3 years after file closure. Item b: Destroy when funds are obligated. Item c: Destroy upon termination or completion. Item d: Destroy 5 years after file closure.	GRS 3/3 Status: Final 7/31/2010	